



County Manager
P. O. Box 640
Newland, NC 28657
(828) 733-8201
(828) 733-8209 Fax

COUNTY OF AVERY

County Manager

Positions Available

Finance Director, Avery County, NC. Plans, organizes, and directs the operations of the Finance Department including disbursement and accounting of County funds and preparation of monthly, quarterly and annual reports. Assists the auditors during the annual audit. Assists the County Manager in preparation of the budget. Directs various financial functions including payroll, purchasing, benefits administration, accounts payable, safety programs, fixed assets, and other financial functions. Must have excellent written and verbal/presentation skills, and proven strong leadership and sound decision making abilities. Education/Experience requirements: Four year college or university degree with major in accounting, business management or related field and experience in the public sector, preferably local government finance. Submit application and resume to County Manager, PO Box 640, Newland, NC 28657. Avery County is an Equal Opportunity Employer.

Telecommunicator: Part-time positions, will be responsible for public safety communications and administrative support work for Avery County law enforcement, fire, and rescue functions. On the job training available, must be able to obtain certification as EMD, DCI and CPR certification within six months of hire. 8- 12 hour shifts, will work nights, weekends and holidays and be available to work on short notice. Open until filled. Submit application to County Manager, PO Box 640, Newland, NC 28657. Avery County is an Equal Opportunity Employer.